

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4154 **TITLE:** ANIMAL SHELTER DIRECTOR **GRADE:** S-31

DEFINITION:

Under direction of the Police Commander of the Animal Services Division, to be responsible for the supervision and operation of the County Animal Shelter; and perform related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Animal Shelter Director is distinguished from the Commander of Animal Services Division (Police Captain) in that the Commander of Animal Services is responsible for oversight of the entire Animal Services Division, whereas the Animal Shelter Director is responsible for the management of the Animal Shelter operations.

The Animal Shelter Director is distinguished from the Chief Animal Control Officer in that the Animal Shelter Director is responsible for the supervision and management of the entire Animal Shelter, whereas the Chief Animal Control Officer is responsible for the supervision and management of the Animal Control Section.

ILLUSTRATIVE DUTIES:

Assigns, schedules and evaluates the work of subordinate shelter personnel;
Makes routine inspections to review work in progress by subordinates;
Coordinates in-service training of shelter personnel;
Meets with members of the public having business with the shelter;
Ensures that the shelter's animal population is housed in a humane and sanitary manner;
Ensures that the shelter structure and equipment are properly used and maintained;
Directs the maintenance of detailed records of animals which are impounded;
Supervises a protective health program for injured and sick animals that are impounded;
Oversees the shelter's adoption program;
Supervises the selection of and euthanasia of animals that must be humanely destroyed;
Directs the quarantine of animals that have bitten humans and are impounded at the shelter;
Ensures that drugs and FDA controlled substances are properly used and that inventory control is maintained.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the principles and practices of managing an animal facility or managing a business in the private sector or governmental agency;
Ability to plan, organize, coordinate and direct work of subordinates;
Ability to communicate clearly and concisely, both orally and in writing;
Ability to provide effective leadership;
Ability to develop and maintain effective working relationships with subordinates, coworkers, County officials, public and private sector organizations, community groups and the public.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:

Graduation from an accredited four-year college or university with a degree in business administration, public administration, animal or behavioral sciences, or a related field; plus five years of supervisory experience managing an animal facility or relevant management experience in the private industry or government sector.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REGRADED:

March 15, 2013

REVISED:

January 30, 2003